

**CLASS TITLE: CORRECTIONAL OFFICER TRAINING
INSTRUCTOR**

Class Code: 02720600

Pay Grade: 24A

EO: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible work in the development and maintenance of a pre-service and in service training program in the Department of Corrections; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior from whom specific work assignments are received; work is reviewed in process and upon completion for conformity with established policies and objectives.

SUPERVISION EXERCISED: Supervises the work of clerical subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible work in the development and maintenance of a pre-service and in-service training program in the Department of Corrections.

To develop and present training classes of both a technical and non-technical nature to pre-service employees and in-service employees in the Department of Corrections.

To assist in the application, screening and orientation process for correctional officer candidates.

To assist in arranging and coordinating training courses as part of the department's pre-service and in-service training programs.

To be responsible for maintaining training records and preparing required reports.

To prepare or procure specialized training materials.

To evaluate the effectiveness of training programs and keep management informed.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of modern principles, practices and techniques used in pre-service and in service training; a working knowledge of the basic principles of teaching methods and aids; training processes and related matters; a familiarity with individual and group behavior and ways of working effectively with adult learners; the ability to communicate ideas effectively orally and in writing; a working knowledge of firearms qualification and weapons training; the ability to conduct and supervise a rigorous pre-service physical fitness training program, an related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Education or Psychology; and

Experience: Such as may have been gained through: employment in a responsible position in the field of corrections.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Must have completed the Rhode Island Department of Corrections training Academy program for Correctional Officers, or an equivalent program.

Class Revised: July 12, 1992

Editorial Review: 3/15/03